Circular H.S. 100
1M—May, 1943—C 746

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Ontario Department of Education

# REGULATIONS

OF THE

# Continuation Schools

WITH

## APPENDICES

Legislative Grants

Requirements and Grading of Accommodations

## 1943

ONTARIO

TORONTO
Printed and Published by T. E. Bowman, Printer to the King's Most Excellent Majesty
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# REGULATIONS

for

# Continuation Schools

and

# APPENDICES

Containing Courses of Study and Examinations

1943

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# REGULATIONS

NOTE.—*In the following Regulations, Department means the Department of Education; Minister, the Minister of Education; and Regulations, the Regulations of the Department of Education. Except where otherwise evident, the term Board includes Public and Separate School Boards.*

## ESTABLISHMENT OF SCHOOLS

1. (1) A Continuation School may be established when, as reported by the Inspectors, the following conditions are complied with to the Minister's satisfaction:

(a) There shall be: (i) A reasonable prospect of the Continuation School being efficiently maintained.

(ii) Adequate and suitable accommodations as prescribed in Appendix B.

(iii) Adequate and suitable equipment as prescribed in Appendix B.

(iv) An adequate and suitable staff of legally qualified teachers.

(b) Where practicable, Public and Separate School Boards which desire to establish a Continuation School should unite as provided in Section 3 (3) of **The Continuation Schools Act.** Where, however, such union is impracticable by reason of either a Public or a Separate School Board being unable or unwilling to bear its share of the cost of establishing and maintaining a Continuation School, the Minister may approve of the establishment of a Continuation School under one of the Boards; but, in that case, the school shall be open to the children of the supporters of both Public and Separate Schools on the terms provided in Section 6 of **The Continuation Schools Act,** and, subject to the Minister's decision in the case of disagreement, shall be conducted under conditions as to staffs and accommodations that are acceptable both to Public and to Separate School supporters.

(2) (a) There shall be three grades of Continuation Schools, established under the provisions of **The Continuation Schools Act,** Grades A, B, and C.

(b) In Grade A, at least the time of three teachers shall be given to the work of the Continuation School; in Grade B, at least the full time of one teacher and half the time of another teacher but less than the time of three teachers; and in Grade C, at least the equivalent of the time of one teacher.

## ORGANIZATION AND MANAGEMENT

2. (1) In every Continuation School the head teacher shall be called the Principal and the other teachers Assistants.

(a) Every teacher shall be legally qualified for the position which he holds.

(b) The minimum qualification for the teacher of Art or of Commercial subjects shall be an Elementary certificate; of Agricultural Science an Intermediate certificate, of Agriculture a Specialist's certificate.

(c) For the qualifications of teachers of General Shop Work and Home Economics, see special pamphlets; of Music, see page 14.

(2) In order to secure due organization and economy of effort, the division of a subject among the teachers should be avoided, except where other important considerations prevail.

## QUALIFICATIONS OF TEACHERS

### Principal of a Grade A School

3. (1) The Principal of a Grade A Continuation School shall hold a certificate of graduation as Bachelor or Master of Arts, Bachelor or Master of Science, Bachelor of Commerce, Bachelor of Agriculture, Bachelor of Applied Science, Bachelor of Household Science or Bachelor of Physical and Health Education, from a British University, after a regular university course approved by the Minister of Education as to entrance requirements and as to content of the undergraduate courses; and in addition shall hold **one** of the following:

(a) A High School Principal's certificate, **or**

(b) A Permanent High School Assistant's certificate.

### Principal of a Grade B School

(2) The Principal of a Grade B Continuation School shall hold **one** of the following:

(a) A Permanent High School Assistant's certificate, **or**

(b) A Permanent First Class certificate, (the holder of which took his Normal School Course before September, 1936), **endorsed** as valid for the Principalship of a Grade B Continuation School.

NOTE.—

To obtain endorsement the teacher

(i) shall hold (a) one of the following certificates: Elementary Home Economics Type B, Elementary Manual Training Type A, Intermediate Art, (or Supervisor's), Elementary or Intermediate Commercial, Intermediate Agriculture, Intermediate Vocal Music Type A, (or Supervisor's), Intermediate Manual Training, Intermediate Home Economics, Intermediate (or Supervisor's) Physical Education; **or** (b) two of the following certificates: Oral French, Refresher Science, Elementary Art, Part I Elementary Commercial, Elementary Physical Education (former Regulations), Elementary Physical Education Type A, Elementary Vocal Music (former Regulations), Elementary Vocal Music Type A, Elementary Agriculture, Part I Intermediate Agriculture, Part I Elementary Home Economics Type B, Part I Elementary Manual Training Type A;

(ii) shall have had at least one year's successful experience in Ontario in a Continuation School, or in Grade IX or X of a Public or Separate School, as certified by the Inspector or Inspectors concerned.

### Teacher of a Grade C School

(3) The Teacher of a Grade C Continuation School shall hold **either** a High School Assistant's certificate, Interim or Permanent, together with an Elementary certificate in Art; **or** a First Class certificate, Interim or Permanent, together with an Elementary certificate in Art and one of the other certificates listed in Section 3(2), Note (i)(b).

### Assistants in Continuation Schools

(4) An Assistant in a Continuation School shall hold **either:**

(a) A High School Assistant's certificate, **Interim** or **Permanent, or**

(b) A First Class certificate, **Interim** or **Permanent,** (the holder of which took his Normal School Course before September, 1936), and

(i) one of the following certificates: Elementary Home Economics Type B, Elementary Manual Training Type A, Intermediate Art, (or Supervisor's), Elementary or Intermediate Commercial, Intermediate Agriculture, Intermediate Vocal Music Type A, (or Supervisor's), Intermediate Physical Education Type A, (or Supervisor's), Intermediate Manual Training, Intermediate Home Economics; **or**

(ii) two of the following certificates: Oral French, Refresher Science, Elementary Art, Part I Elementary Commercial, Elementary Physical Education (former Regulations), Elementary Physical Education Type A, Elementary Vocal Music (former Regulations), Elementary Vocal Music Type A, Elementary Agriculture, Part I Intermediate Agriculture, Part I Elementary Home Economics Type B, Part I Elementary Manual Training Type A.

(5) If, after duly advertising and offering an adequate salary, a Board is unable to obtain a legally qualified teacher, the Minister may grant permission to a Board to employ a suitable person for all or a part of the current school year but in such case a reduction may be made in the Legislative grant. See Appendix A, Contingency of Grants, page 15.

(6) In the case of substitute teachers without legal qualifications, appointed in an emergency, no engagement for longer than two weeks shall be made without the formal consent of the Minister on the application of the Board.

## DUTIES OF STAFF

4. (1) The Principal of a Continuation School shall have supreme authority in all matters of discipline in his own school.

(2) Where the Public and Continuation Schools occupy jointly a school building or school grounds, the authority of the Principal of the Continuation School shall be supreme in all matters of discipline in those parts of the accommodations which the schools occupy in common.

(3) It shall be the duty of the Principal:

(a) To admit no pupil who is not eligible for admission under the High School Entrance Regulations.

(b) To admit no pupil who has been enrolled in another Continuation School, a Vocational School or a High School unless he presents a letter of honourable dismissal from the Principal of the school he last attended. In the event of a dispute, the parties thereto shall submit full particulars of the question to the Inspector of the school into which the pupil seeks admission.

(c) To be responsible for the registration of pupils and to keep such records and make such reports as may be required from time to time by the Board or by the Department of Education.

(d) To see that a uniform system of marking the attendance is observed throughout the school and that a permanent record is kept of the school history of every pupil.

(4) It shall be the duty of the Principal:

(a) To determine the number of classes, the number of pupils to be assigned to a class, the pupils to be so assigned, and to make such reassignments and transfers of pupils, by way of promotion or otherwise, from one class to another, as from time to time he may deem advisable.

(b) To determine the order in which the subjects in each class shall be taken up by the pupils and to distribute the subjects of the course of study among the teachers, subject to the Regulations.

(c) To exercise general supervision over the homework assigned by the members of his staff and to call his staff together from time to time for the discussion of matters affecting the welfare of the school.

(d) When the school opens, and as often thereafter as may be necessary, to explain to the pupils their duties, the courses of study, the vocations to which these lead, and the requirements for admission thereto.

(5) It shall be the duty of the Principal:

(a) To make, as far as practicable, suitable arrangements for the oversight and accommodation of the pupils who come from a distance, and of others whom he has permitted to use the school building before 8.45 a.m., and of those who remain in the school building during the noon recess or after the close of school; also for the supervision of the playgrounds.

(b) To give constant attention to the health and comfort of the pupils, to the cleanliness, temperature, and ventilation of the school building, to the care of all maps, apparatus, and other school property, to the preservation of shade trees, and to the orderly arrangement and neat appearance of the playgrounds.

(c) To report promptly to the Board and to the municipal health officer the appearance of any infectious or contagious disease in the school, or the insanitary condition of the school building, lavatories, or surroundings.

(d) To refuse admission to the school of any pupil whom he believes to be affected with, or exposed to, chickenpox, smallpox, cholera, glanders, scarlet fever, scarlatina, diphtheria, whooping-cough, measles, mumps, tubercu-

losis, or other infectious or contagious disease, until furnished with a certificate of a medical officer of health that all danger that might arise from the presence of such pupil has passed.

(e) To suspend any pupil guilty of one or more of: persistent truancy, persistent opposition to authority, habitual neglect of duty, the use of profane or improper language, conduct injurious to the moral tone of the school; also to notify the parent or guardian of the pupil, and the Board, of such suspension.

NOTE.—The parent or guardian of any pupil so suspended may appeal to the Board against the action of the Principal, and the Board shall have power to remove, confirm or modify such suspension.

(6) If the parent or guardian, after reasonable notice by the Principal, fails to pay the school fees of his child or ward, or to provide him with the text-books or other supplies required in his course of study, or to pay the fees imposed for such purpose by the Board, the Principal shall notify the Board promptly of such neglect, and the Board may suspend the pupil, or it may itself provide the needed text-books and supplies and may exempt the pupil from the payment of fees.

(7) If a pupil injures or destroys school property, the Principal shall report the matter to the parent or guardian, and if within a reasonable time the parent or guardian fails to make good the damage, the Principal shall submit the matter promptly to the Board for settlement.

(8) When so requested, the Principal shall furnish the Minister, the Inspector or the Board, with any information which it may be in his power to give respecting the condition of the school premises, the discipline of the school, the progress of the pupils, and any other matter affecting the interests of the school.

(9) It shall be the duty of the assistant teachers to be responsible for effective instruction and training in the subjects assigned to them, for the management of their own classes and for active co-operation with the Principal in the maintenance of discipline and in fostering an *esprit de corps* in the school.

(10) Every teacher shall be in his place in the school at least fifteen minutes before the opening of the forenoon session and at least five minutes before the opening of the afternoon session.

(11) It shall be the duty of a Principal or of a teacher to act as presiding officer, or assistant presiding officer, at an examination centre to which he has been duly appointed by competent authority.

## DUTIES OF PUPILS

5. (1) (a) A pupil registered in a Continuation School shall attend punctually and regularly.

(b) He shall be neat and clean in his person and his habits, diligent in his studies, kind and courteous to his fellow pupils, obedient and respectful to the teachers, and shall submit to such discipline as would be exercised by a kind, firm, and judicious parent.

(2) (a) A pupil on returning to school after absence shall give the Principal, orally or in writing, from the parent or guardian, as may be required by the Principal, the reason for his absence. If this reason is not satisfactory, the Principal shall communicate with the parent or guardian, and, in the event of

not receiving a satisfactory explanation, he may refuse the pupil admission thereafter, but, in that case, he shall submit the question forthwith to the Board for final settlement.

(b) A pupil may retire from the school at any hour with the consent of the Principal, or at the request, either oral or written, of his parent or guardian. If, however, the Principal has reason to believe that an unjustifiable use is being made of this privilege, and is unable to secure due amendment, he shall submit the question forthwith to the Board for settlement.

(c) A pupil shall be responsible to the Principal for his conduct on the school premises and on the way to and from the school, except when accompanied by his parent or guardian or by some person appointed for this purpose by such parent or guardian.

### DAILY SESSIONS

6. (1) Unless the Board, with the approval of the Minister, directs otherwise, the pupils attending a Continuation School shall assemble for study at nine o'clock in the forenoon, and shall be dismissed not later than four o'clock in the afternoon, but the hours of the daily sessions and the dates for the opening and closing of the school for each term shall be the same as those for the Public or the Separate School under the same Board.

(2) Such recesses at noon and during the forenoon and the afternoon shall be allowed as the Board may approve; but in no case shall the number of school hours be fewer than five hours a day, including the recesses if any, in the forenoon and afternoon.

(3) In every Continuation School the singing of the National Anthem as authorized by the Department shall form part of the daily opening or closing exercises.

### COURSES OF STUDY

7. The courses of study in Continuation Schools are the same as those for High Schools.

### LIMITATIONS

8. (1) In Continuation Schools with small staffs, certain limitations must be made regarding optional subjects.

(2) Not more than two languages besides English may be taught.

(3) Except on the report of the Inspector and with the approval of the Minister, obtained beforehand, only Grades IX and X courses may be taken in a Continuation School with only one teacher.

(4) None of the Grade XIII courses may be taken in a Continuation School with a staff of only two regular teachers.

(5) Except on the report of the Inspector and with the approval of the Minister, obtained beforehand, none of the Grade XIII courses may be taken in a Continuation School.

### RELIGIOUS EXERCISES AND INSTRUCTION

9. (1) (a) Every Continuation School shall be opened with the reading of the Scriptures and the repeating of the Lord's Prayer, and shall be closed with the Lord's Prayer or the prayers authorized by the Department of Education; but no pupil shall be required to take part in any religious exercises objected to by his parent or guardian.

(b) (i) In schools without suitable waiting rooms, or other similar accommodation, if the parent or guardian demands the withdrawal of a pupil while the religious exercises are being held, such demand shall be complied with, and the reading of the Scriptures shall be deferred in inclement weather until the closing.

(ii) To secure the observance of this regulation, the teacher, before commencing a religious exercise, shall allow the necessary interval to elapse, during which the children or wards of those, if any, who have signified their objection, may retire.

(c) If the parent or guardian objects to his child or ward taking part in the religious exercises, but directs that he shall remain in the schoolroom during such exercises, the teacher shall permit him to do so, provided that he maintains decorous behaviour during the exercises.

(d) If, in virtue of his right to be absent from the religious exercises, any pupil does not enter the schoolroom until the close of the time allowed for religious exercises, such absence shall not be treated as an offence against the rules of the school.

(e) When a teacher claims to have conscientious scruples in regard to opening or closing school as herein prescribed, he shall notify the Board to that effect in writing; and it shall then be the duty of the Board to make such provision as it may deem expedient for the carrying out of the requirements of (1) (a) above.

(2) (a) The Scriptures shall be read daily and systematically; the parts to be read may be taken from the Bible, or from the Bible Readings published by The Macmillan Company, Limited, Toronto, or from the Selected Scripture Readings of the International Sunday School Association, as the Board by resolution may direct.

(b) A Board may also order the reading of such parts by both pupils and teachers at the closing of the school, the repeating of the Ten Commandments at least once a week, and the memorization of passages selected by the Principal from the Bible.

(c) If the Board does not pass the resolution provided for in (a) above, the Principal shall make the selection himself, and shall promptly notify the Board of his action. Such action may be revised by the Board at any time thereafter.

(3) (a) A clergyman of any denomination shall have the right, and it shall be lawful for the Board to allow him, to give religious instruction to the pupils of his own church, in each schoolhouse, at least once a week, after the hour of closing the school in the afternoon.

(b) Under the same conditions a clergyman, or layman, selected by the clergymen, or laymen, of any number of denominations, shall also have the right to give religious instruction to the pupils belonging to such denominations.

(c) If the clergymen of more than one denomination apply to give religious instruction in the same schoolhouse, where the number of classrooms is insufficient for all at the same time, the Board shall decide on what day of the week a room shall be at the disposal of the clergyman of each denomination, at the time above stated.

(4) Emblems of a denominational character shall not be exhibited in a Continuation School during regular school hours.

(5) The Inspector shall each year bring to the attention of the Boards of Trustees the foregoing Regulations relating to religious exercises and religious and moral instruction.

## AUTHORIZED TEXT-BOOKS

10. (1) (a) A teacher shall not use or permit to be used as a text-book in a Continuation School any book except such as is authorized by the Regulations; and the Minister, upon the report of the Inspector, may withhold the whole or any part of the Legislative grant in respect of any Continuation School in which any unauthorized book is so used.

(b) Subject to the Regulations an authorized text-book in actual use in a Continuation School may, with the written approval of the Board, be changed by the teacher for any other authorized text-book on the same subject.

(2) As may be determined by the resolution of the Board of School Trustees, the books for class study in English literature, as prescribed by the Regulations and as selected by the Principal and approved by the Inspector, shall be provided by the pupils for their own use or by the Board of School Trustees in the school library for the use of the pupils in the different classes in numbers satisfactory to the Principal and approved by the Inspector.

(3) The books required for reference or for supplementary reading in English, History, Geography, Science, and the foreign languages shall be provided by the Board on the recommendation of the Principal, in numbers satisfactory to the Principal and approved by the Inspector.

(4) In Art, Health, Agricultural Science and Agriculture, General Shop Work, and Home Economics, suitable reference books, selected by the Principal and approved by the Inspector, shall be provided in the school library by the Board for the pupils' use, in numbers satisfactory to the Principal. The authorized General Science text-books are authorized to cover part of the courses in Agricultural Science in Grades IX and X. For further information regarding General Shop and Home Economics courses Circular 14 should be consulted as it appears each year.

(5) For the Grade XIII courses, (excepting those in Modern Languages, for which certain text-books are recommended), any books may be used which have been recommended by the Principal and approved by resolution of the Board. If no change has been made since the passing of this resolution in a former year, another resolution is not necessary.

(6) Any edition of the English Literature texts prescribed for the examinations conducted by the Department of Education may be used in the schools with the approval of the Principal. In the case of French, German, Italian and Spanish, when the edition is not specified in Circular 58 or in the Courses of Study, any unabridged edition may be used.

(7) Boards shall provide in the school library a supply of "Wild Plants of Canada," or of other Floras, sufficient for class use by the pupils, but pupils shall not be required to buy them.

(8) (a) The Principal shall submit to the Inspector at his official visit a copy of each of the text-book resolutions, duly dated and certified by the Secretary of the Board.

(b) It shall be the duty of the Inspector at the time of his visit to each school to see that the text-book resolutions of the Board have been duly passed, and when necessary, from time to time thereafter, that the provisions of the Regulations relating thereto have been duly carried out in the school.

## TEACHERS' INSTITUTES

11. (1) Registration and attendance at an Institute or a Regional Conference on Education on the part of teachers of Continuation Schools are optional, but are strongly recommended by the Minister.

(2) The Principals of Continuation Schools may close their schools for all or part of the time of Institute or Regional Conference meetings to allow the members of their staffs to attend the meetings.

## INSPECTION OF CONTINUATION SCHOOLS

12. Every Inspector, while officially visiting a school:

(1) Shall have supreme authority in the school, and may direct teachers and pupils in regard to discipline or to any or all of the exercises of the school.

(2) Shall make enquiry and examination, in such manner as he may think proper, into the qualifications and efficiency of the staff, the adequacy and the suitability of accommodations and equipment of the school and into all matters affecting the progress, health and comfort of the pupils.

(3) Shall report to the Minister, within ten days after his visit, the result of his enquiry and examination, with his recommendations. He shall also from time to time report any violation of the Schools Acts or of the Regulations in the case of the schools of which he is Inspector.

13. The powers and duties of each of the Inspectors of Music, Agricultural, General Shop, and Home Economics classes shall be limited to an examination into the qualifications and efficiency of the teachers under his special jurisdiction, the adequacy and suitability of the accommodations and equipment in such classes, and the character and content of the work being done. He shall report to the Minister, within ten days after his visit, the result of his enquiry and examination, with his recommendations.

## NIGHT SCHOOLS

14. The provisions of the High School Regulations in respect to Night Schools (Establishment, Courses, Admission) shall apply *mutatis mutandis* in the case of Night Schools established in Continuation Schools.

## APPENDIX A

### Legislative Grants

The following are the schemes for the distribution of the Legislative grants:

### General Grants

For Grades A and B Schools.

A school that complies with the Regulations shall be entitled to the following grants based on teachers' salaries, pupils' attendance, equalized assessment, the grading of the accommodations, and the expenditures for the next preceding calendar year:

1. (a) **Salaries:**

A grant on salaries calculated in the following manner. The sum of the teachers' salaries shall be multiplied by the ratio of the total days' attendance of resident pupils to the total days' attendance of all pupils. The resultant shall be expressed as a mill rate on the equalized assessment for grant purposes of the continuation school section. (All figures are for the preceding calendar year.) In accordance with the mill rate so calculated, a grant shall be paid of a certain percentage of gross teachers' salaries in accordance with the following schedule:

| Where mill rate is: | Grant will be: |
|---|---|
| Under ½ mill | ½% |
| ½ mill or more but less than 1 mill | 1% |
| 1 " " " " " " 1½ mills | 2% |
| 1½ " " " " " " 2 " | 3% |
| 2 " " " " " " 2½ " | 4% |
| 2½ " " " " " " 3 " | 5% |
| 3 " " " " " " 3½ " | 6% |
| 3½ " " " " " " 4 " | 7% |
| 4 " " " " " " 4½ " | 8% |
| 4½ " " " " " " 5 " | 9% |
| 5 " " " " " " 5½ " | 10% |
| 5½ " " " " " " 6 " | 11% |
| 6 " " " " " " 6½ " | 12% |
| 6½ " " " " " " 7 " | 13% |
| 7 " " " " " " 7½ " | 14% |
| 7½ " " " " " " 8 " | 15% |
| 8 " " " " " " 8½ " | 16% |
| 8½ " " " " " " 9 " | 17% |
| 9 " " " " " " 9½ " | 18% |
| 9½ " " " " " " 10 " | 19% |
| 10 " " " " " " 10½ " | 20% |
| 10½ " " " " " " 11 " | 21% |
| 11 " " " " " " 11½ " | 22% |
| 11½ " " " " " " 12 " | 23% |
| 12 " " " " " " 12½ " | 24% |
| 12½ " " " " " " 13 " | 25% |
| 13 " " " " " " 13½ " | 26% |
| 13½ " " " " " " 14 " | 27% |
| 14 or over | 28% |

1. (b) **Attendance:**

A grant on attendance of resident pupils calculated in the following manner. The equalized assessment for grant purposes of the continuation school section shall be divided by the average attendance of resident pupils. (All figures are for the preceding calendar year.) There shall be a grant per pupil of average attendance according to the equalized assessment per resident pupil of average attendance, in accordance with the following schedule:

| Grant per pupil of average attendance: | Equalized assessment per resident pupil of average attendance: |
|---|---|
| $9.00 | $ 3,000 or less |
| 8.00 | 6,000 or less but more than $ 3,000 |
| 7.00 | 9,000 " " " " " 6,000 |
| 6.00 | 12,000 " " " " " 9,000 |
| 5.00 | 15;000 " " " " " 12,000 |
| 4.00 | 18,000 " " " " " 15,000 |
| 3.00 | 21,000 " " " " " 18,000 |
| 2.00 | 24,000 " " " " " 21,000 |
| 1.00 | 27,000 " " " " " 24,000 |

No grant per pupil where equalized assessment per resident pupil of average attendance is in excess of $27,000.

NOTE.—No grant will be made on the salary of an assistant teacher unless he devotes at least half his whole time to the work of the Continuation School. If half the time of an assistant is given to Public School work, only half his yearly salary may be charged for services to the Continuation School.

2. **Equipment:**

Twenty per cent of the amount expended during the next preceding calendar year on new equipment and replacements, to a maximum grant of $100.

3. **Accommodations:**

A maximum grant of $100, in accordance with the following scheme:

| GRADE | Closets | Water Supply | School Premises | School Building | Classrooms | Laboratory | Halls | Waiting Rooms | Cap Rooms | Teachers' Rooms | Desks and Laboratory Tables | Blackboards | Lighting | Heating | Ventilation |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | $ c. | $ c. | $ c. | $ c. | $ c. | $ c. | $ c. | $ c. | $ c. | $ c. | $ c. | $ c. | $ c. | $ c. | $ c. |
| I | 6 00 | 4 00 | 10 00 | 12 00 | 15 00 | 4 00 | 4 00 | 4 00 | 4 00 | 4 00 | 10 00 | 5 00 | 6 00 | 6 00 | 6 00 |
| II | 3 00 | 2 00 | 5 00 | 6 00 | 7 50 | 2 00 | 2 00 | 2 00 | 2 00 | 2 00 | 5 00 | 2 50 | 3 00 | 3 00 | 3 00 |
| III | 1 50 | 1 00 | 2 50 | 3 00 | 3 75 | 1 00 | 1 00 | 1 00 | 1 00 | 1 00 | 2 50 | 1 25 | 1 50 | 1 50 | 1 50 |
| IV | 75 | 50 | 1 25 | 1 50 | 1 85 | 50 | 50 | 50 | 50 | 50 | 1 25 | 60 | 75 | 75 | 75 |

**For Grade C Schools.**

The Legislative Grants to Grade C Continuation Schools that comply with the Regulations shall be on the basis of the special grants to Grade A Fifth Classes, as set forth in Circular 56, Special Departmental Grants, Public

and Separate Schools, and the general grants to Public and Separate Schools, as set forth in Instructions No. 12, Instructions to School Inspectors.

### Legislative Grants to District Schools

(1) Where the Board of a Grade A or a Grade B Continuation School in a town, village, or township, in a District without county organization, or in a County adjacent to a District, has notified the Department of Education that the Continuation School under its control is open and free to pupils resident in such District or adjacent District, the Department of Education will pay to the Board of the Continuation School the cost of education of such pupils as are not resident in a High School district or in a Grade A or a Grade B Continuation School section. This amount shall be calculated according to the provision for the payment of the cost of education of county pupils by the Council of the County as stated in Section 36 of The High Schools Act, R.S.O., 1937, as amended by The School Law Amendment Acts, 1938, 1939, 1941, and 1943.

(2) The provisions of Subsection (1) above shall not apply to pupils residing in municipalities, school sections, or other areas, where, in the opinion of the Minister, the numbers of pupils, or the assessments, or other factors, are such as to make unnecessary any special assistance from the Department of Education in paying for the cost of education of pupils attending Grade A or Grade B Continuation Schools.

## NIGHT SCHOOLS

Night schools that have complied with the Regulations therefor shall be entitled to the following proportion of the total salaries of the staffs:

In towns, one-half; in villages and in rural sections, two-thirds.

## MUSIC

Special Legislative grants for the teaching of Music in Grade A and Grade B Continuation Schools will be apportioned, as set forth below, where the following conditions are met.

NOTE.—In Grade C Continuation Schools, grants for Music will be the same as in Public and Separate Schools.

### Conditions

(1) The grants for the teaching of Music shall be for the work done in Music during the next preceding school year, September to June.

(2) The teacher shall hold one of the following certificates:

(a) Where the instruction in Music does not extend beyond the course for Grade X, an Intermediate (Type A) certificate in Vocal Music or a Supervisor's certificate in Vocal Music issued prior to 1939.

(b) Where the instruction in Music extends beyond the course for Grade X, a Specialist's certificate in Vocal Music or a Supervisor's certificate in Vocal Music issued prior to 1939.

NOTE.—A lower certificate may be accepted on condition that the holder completes the requirements for the higher certificate at the earliest opportunity.

(3) The Inspector's report on equipment, organization, teaching, and pupils' proficiency shall be favourable.

(4) Music shall be taught in at least Grade IX and each pupil taking Music shall receive not less than two half-hour lessons, on different days each week.

Grants to Boards

(5) (a) Where Music is taught for not less than 1 hour but less than 3 hours per week—$35.00.

(b) Where Music is taught for not less than 3 hours but less than 5 hours per week—$50.00.

(c) Where Music is taught for 5 or more hours per week—$70.00.

(6) A School Board which has earned the Music grant provided for above shall receive a special grant equal to one-half of the amount spent during the school year for the purchase of equipment for the teaching of Music, approved and duly certified by the Inspector. Maximum grant, $40.00.

NOTE.—Where it is difficult for the qualified Music teacher to visit the school on two different days each week, the required minimum of two half-hour lessons may, with the approval of the Inspector, be given on one day.

## GENERAL SHOP WORK AND HOME ECONOMICS

For information regarding these classes, reference should be made to the "Recommendations and Regulations for the Establishment, Organization and Management of Home Economics and General Shop Courses," issued by the Department.

## AGRICULTURAL SCIENCE AND AGRICULTURE

For information concerning these subjects, reference should be made to the "Recommendations and Regulations for the Establishment, Organization and Management of Courses in Agricultural Science and Agriculture," issued by the Department.

## CONTINGENCY OF GRANTS

(1) If in any year the amount voted by the Legislature of Ontario for any of the services recognized above is insufficient to pay the grants in full, or if there is a balance over, the Minister may make a *pro rata* reduction, or increase.

(2) On the report of the Inspector that the equipment or the accommodations of a Continuation School are inadequate or unsuitable, or that one or more members of the staff are inefficient or not legally qualified, such reductions may be made in the grants payable upon the equipment, the accommodations, and the salaries of the staff, as the Minister may deem expedient; but when a reduction is made because one or more members of the staff are not legally qualified, such reduction shall not exceed one hundred dollars for each unqualified teacher.

(3) On the report of the Inspector that a Regulation governing a Continuation School has been violated, such reduction may be made in the total grant payable to the school as the Minister may consider expedient.

## APPENDIX B

### Requirements and Grading of Accommodations

NOTE.—These Regulations have been framed for the guidance of Inspectors in grading the accommodations of schools and for the information of Boards and Architects in planning new school buildings.

1. The site and plans of every Continuation School hereafter erected, or added to or altered, shall be subject to the approval of the Minister on the report of the Inspectors concerned.

NOTE.—Particulars of the size and the fittings of the Science laboratories and the rooms required for Home Economics, General Shop, and Art, may be obtained on application to the Department of Education.

2. (a) The accommodations shall be considered as divided into four grades, according to their character and extent, and the report thereon of the Inspector shall be in accordance with this classification.

(b) Where any part of the accommodations is used jointly by the Continuation and the Public or Separate School the grading shall be at least one grade lower than if the schools were wholly separate.

(c) Grade A Continuation Schools shall be under the same regulations as to accommodations as High Schools with the same number of teachers. **(See High School Regulations.)**

### SCHOOL SITE AND GROUNDS

3. (1) Without the Minister's consent, the school grounds of schools hereafter established shall not be less than three acres in extent. They shall not be swampy or low lying, nor exposed to disturbing noise or noxious odours; but they shall be easily accessible, properly levelled, graded and drained, provided with suitable sports fields, and ornamented with trees, shrubs, and flower beds. They shall also have separate entrances, dry walks, and recreation grounds for the sexes.

(2) The school building shall not be less than thirty feet from the lot line at any street or roadway and shall be so situated on the grounds as to enhance its architectural appearance. The grading and laying out of the grounds shall be made to harmonize with the design of the building. No trees shall be placed so close to the school building as to check the free passage of air and light. A flag and a flagstaff shall be provided, suitably placed on the school building or on the grounds.

NOTE.—Grades I and II shall be given only where the school grounds are reasonably spacious and well laid out and kept.

### BUILDINGS

4. (a) The School Board shall submit for the approval of the Inspector concerned the Architect's preliminary sketch plans for the proposed building or for alterations in or additions to the existing buildings, and shall lodge with him a blue-print copy of such sketches; and shall afterwards submit for the final approval of the Minister and shall lodge with him a blue-print copy of the Architect's completed working drawings, embodying any modifications made or suggested by the Inspector on the preliminary sketches, and a copy of the specifications. If it is desired to make any major changes from ap-

proved plans and specifications the Department must be notified in writing of such changes.

(b) The Architect's working drawings and specifications shall clearly indicate in detail all construction, lighting, plumbing, heating and ventilating.

(c) The school building shall be planned so that as many classrooms as possible shall have direct sunlight during some part of the day. In schools of more than four classrooms there shall be separate entrances for the sexes with vestibules or covered porches, and separate means of egress to the recreation grounds. No classrooms shall be placed in the basement, except where the floor level of such rooms is not more than one foot six inches below the general grade level adjacent to such rooms. A terrace one foot six inches above the general grade level abutting the wall is permitted provided this does not interfere with the lighting of the rooms.

(d) All floors in basement portions for boiler room, fuel room, mechanical equipment rooms, fan rooms, plenum chambers and passageways, shall be of concrete on a bed of suitable dry porous material and all such floors shall be properly graded to a floor drain.

(e) The floors of the remainder of the basement except as otherwise described shall be of concrete as specified above and the finished surface of such floor shall be of such material as will not cause dust.

(f) Where wood-finished floors are laid the concrete base shall be waterproofed.

(g) All masonry walls in contact with soil shall be waterproofed. Weeping tiles shall be placed where necessary and connected to drains to ensure a perfectly dry area under the building.

(h) Where not constructed of incombustible material the ceilings of the boiler room and fuel room shall be lathed in metal lath and plastered, and again metal lathed on furring channels and plastered or otherwise equally fireproofed. All other ceilings in basement rooms shall be lathed and plastered or otherwise suitably finished. All floors above the basement, if of wood construction, shall be sound-proofed with suitable sound-deadening material, and shall be double-floored and finished in hardwood or other suitable material.

(i) All floor and roof construction shall be designed to carry the following minimum live loads in lbs. per sq. ft.

Assembly halls, gymnasia, stairs, 100.

Corridors, 75.

All other rooms including classrooms, 50, which shall be increased to carry any special loads to which they may be subjected.

Roofs, 40.

NOTE.—Particulars of floor-loading of general shops, etc., may be obtained on application to the Department of Education.

(j) Throughout the walls of any building the spaces between the studs shall be filled at each floor level above the ground floor of the building from the bottom of the joists to above the floor level with incombustible material, which material shall be kept in place by blocking, securely fixed between the joists in each floor or ceiling. When ceiled, all spaces between joists shall be filled with incombustible material over beams or other bearings.

(k) All vertical chutes, including those used as dumb-waiter, linen or waste chutes, or to enclose water pipes or elevators or for similar purposes, shall be of fire-resistant construction and shall not open into any attic space but shall be tightly closed at the top unless they extend through the roof.

**Exits, Corridors and Stairways**

5. (a) There shall be at least two independent exit systems from all corridors as far apart as practicable and they shall be continuous from the highest floor level and shall lead directly to the outside entrances near the grade level.

All exit or entrance doors shall be made to swing outwards and shall be provided with door checks for closing them and with devices for opening them instantly from the inside in case of fire. The aggregate width of the exit doors and stairs shall be computed and proportioned on the basis of three feet of opening for every one hundred pupils to be accommodated, and the minimum aggregate width shall be six feet in any case.

(b) The entrances, vestibules, and corridors shall be well lighted, and shall be placed so as to provide separate entrances for the sexes. Corridors between staircases shall have a minimum clear width of eight feet where four or fewer than four classrooms open into them; where more than four classrooms open into them, the corridors shall be increased in width by one foot for each additional classroom opening into them. Where lockers are placed in corridors, the minimum clear width of corridors stated above shall be increased by one foot.

(c) No stairway shall be less than four feet in width, measured between handrails, nor more than six feet in width, measured between handrails. Landings shall be one foot wider than stairs, and spaces at the bottom and the top of stairways shall be free of any doorway opening, by the width of such opening. Risers shall not be more than seven and one-half inches, with treads not less than ten inches, measured from tread to tread and from rise to rise. Handrails shall be placed on both sides of stairways. All exposed soffits of wood stairs, where plastered, shall be plastered on wire lath. No cupboards shall be allowed under the stairs unless fireproofed as previously specified for boiler room ceilings.

(d) All new school buildings of two storeys with more than four classrooms on the second floor shall have fireproof corridor floors and stairways enclosed in masonry walls.

**Fire-Escape, Fire Protection and Fire-Alarm System**

6. (a) Suitable fire-escapes shall be placed on all non-fireproof buildings of more than one storey. Where fire-escapes are required to afford ample alternative exit facilities in case of fire or other emergency, they shall meet the following requirements:

(i) They shall be of the enclosed or covered slide or ramp type or of the stair type and shall be constructed entirely of metal.

(ii) They shall be accessible through doors opening outward at the floor levels and fitted with panic bolts.

(iii) If of the stair type, the stair flights shall be provided with a handrail on each side, shall have treads of not less than 10 inches and risers of not more than 7½ inches and shall extend to the ground level, and the escapes

shall be fabricated of materials equivalent to those specified for fire-escapes in the Regulations under The Factory, Shop and Office Building Act of the Province of Ontario.

(b) Where suitable water supply and pressure are available, standpipes two inches in diameter shall be installed and carried up through the corridors of all floors and to accessible attic spaces, and these shall be equipped on each floor and in attic spaces with valves, hose-reels containing not more than 75 foot lengths of one and one-half inch underwriters' hose, couplings and nozzles. Standpipes should be placed at such distances apart that the hose will reach all points and be effective in case of fire. Where no ample water supply is available other approved automatic or hand-operated extinguishing devices shall be provided, and shall be conveniently located in the corridors, where they may be readily seen, in accordance with the requirements of the Fire Underwriters' Association.

(c) A suitable hatchway shall be made to give access to the roof and also to any accessible attic space.

(d) In a large school a special fire-alarm system shall be provided, which can be operated from convenient locations in every storey and which shall be of sufficient capacity to sound a warning that will be easily audible at the same time to persons in all parts of the building.

### Classrooms

7. (a) Except in the case of a Grade C School the classrooms of the Continuation Schools shall be wholly separate from those of the Public or the Separate Schools. They should be conveniently arranged, oblong, and well proportioned in shape, the length being about one-third greater than the breadth. A superficial area of twenty square feet and a cubic air space of 250 feet, exclusive of cap rooms, shall be allowed for each pupil. Hardwood should be used for the floors and stairways. Any wood of such quality and grain as will take an oil or varnish finish will suit for the rest of the woodwork. Wood finish instead of plaster may also receive the highest grading. If calcimined or papered, the walls shall be kept free from dust and renovated when necessary. If painted, they shall be washed frequently and repainted as often as may be necessary. Where it is difficult to keep the ceilings in repair, metallic sheathing should be used. Suitable colour schemes (the ceiling being white or in cream tints) should be adopted for the halls and classrooms. A soft colour—pale green or light buff—suits the classroom walls; while the shades selected for the halls should afford a suitable contrast. The doors shall swing outwards or both ways.

In schools with three teachers, at least one separate classroom shall be provided for science teaching; in schools with only two, one of the ordinary classrooms may be used for this purpose, but for Grade I a laboratory shall be provided. Where the ventilation is not automatic, a movable fanlight shall be placed over each classroom door. The classrooms should be decorated with good pictures, casts and vases, and other suitable ornaments. Grade I shall not be given unless suitable decorations are provided. A reasonable expenditure for this purpose will be expected from year to year.

(b) Windows shall be placed on the long side of the classroom only, so as to introduce the light from the left of the pupils. They shall have a net glass area of not less than one square foot to every six square feet of floor area, except in rooms which face north, which shall have an area of not less than one square foot of glass area to every five square feet of floor area. Win-

dow-heads shall be square and shall not be less than twelve inches below the finished ceiling. The height of the windows at the sills shall not measure more than three feet eight inches from floor to glass. As far as practicable, wide piers between windows should be avoided, and the windows should be placed approximately four feet from the front wall of the room. At least 25% of the windows shall be made to open and shall be provided with suitable means of opening and closing. Except on windows facing north translucent window shades or blinds shall be applied in such a manner as to control the glare of the sun. In classrooms where it is necessary to darken the room there shall be a second set of blinds which shall be opaque.

NOTE.—Grade I shall be given only where the lighting is from the left and is otherwise satisfactory.

### Assembly Halls

8. In Grades A and B Schools one of the classrooms should be large enough to accommodate all the pupils in attendance, but a special well-appointed assembly hall is valuable and should when practicable be provided for the purpose of general instruction and of the due development of the social phases of school life. Such a hall should have a floor space of about eight square feet per pupil.

### Library and Teachers' Private Room

9. There shall be at least one room for the private use of the teaching staff, of suitable size and comfortably furnished. The furniture shall include a couch for cases of emergency. A room for a library should be provided; but, where the teachers' room is large enough, it may be used as a library also.

### Waiting Rooms and Lunch Rooms

10. There shall be separate waiting rooms for the sexes. Where it is desirable to do so, lunch rooms or cafeterias suitably equipped should be provided.

### Furniture

11. There shall be a single desk for each pupil in attendance. It should not be forgotten that the comfort and health of pupils is dependent to a large degree on the suitability of their desks to their height. Each classroom shall contain a desk with locked drawers and a suitable chair (preferably with arms) for the teacher, and one visitor's chair. A sloping stand for the gazetteer and the large dictionary should also be provided. A cabinet shall be provided for equipment used in school work, and should be built in flush with the wall, where practicable. The cabinet should have solid doors on the lower part and glazed doors on the upper part and adjustable shelves. All doors shall have suitable locks. Each classroom shall have one wastepaper basket.

NOTE.—Grades I and II shall be given only where there are single desks and suitable provision has been made for Art and practical work in Science.

### Science Rooms

12. (a) In schools with three teachers at least one separate classroom shall be provided for science teaching. In schools with only two teachers one of the ordinary classrooms may be used for this purpose, and in the larger schools science laboratories for Chemistry, Physics, and Biology shall be separate. The minimum size of a science room for twenty-four pupils shall be thirty feet by twenty-three feet and it may be lighted on more than one

side. Each science room shall have a small preparation room adjoining, with large locked storage cupboards for apparatus.

(b) All science rooms shall have at least one square foot of net glass area to every five square feet of floor area.

(c) The plumbing of the Chemistry laboratory, which is likely to demand attention at frequent intervals, should be exposed on the ceiling of the room below, or in some other way be made easily accessible.

NOTE 1.—Where possible, the Biology laboratory should have a southern exposure.

NOTE 2.—The Physics laboratory should have light-proof blinds.

### Blackboards and Display Boards

13. Blackboards four feet in height shall be placed on the front wall and three feet six inches in height on the side wall and shall extend approximately the length of the walls. They shall be of slate or ground glass, and shall have a chalk-trough.

The chalk-rail shall be two feet six inches above the floor on the front wall and three feet on the side wall. There shall be a display board three feet six inches high and set three feet above the floor on the rear wall. Display boards twelve inches high are recommended above the blackboards and extending their full length. Display boards should be of cork, linoleum or other suitable material.

NOTE.—Grade I shall be given only where the blackboards are of slate or ground glass.

### Locker or Cloak Rooms

14. (a) Separate locker or cloak rooms, provided with lockers or strong hooks, shall be provided for the sexes.

(b) The cloak rooms shall be well heated, lighted, and separately ventilated. If metal lockers are used in corridors, they should be built in flush with the walls and be suitably ventilated; if in locker rooms, they should be placed in rows with aisles at least four feet wide.

### Bicycle Racks

15. Bicycle racks should be provided for the sexes, either within the building or outside.

### Janitor's Closet

16. In small schools a slop-sink should be provided in a convenient place.

In larger schools a ventilated closet, with slop-sink, should be provided on each floor. It should open off the corridor and should be large enough to contain pails, broom, and cleaning materials.

### Water Supply

17. (a) The water supply shall be pure and adequate. Where there is no other source of water supply, there shall be a well on the school premises (artesian if at all practicable) properly protected against pollution. If a dug well, it shall be thoroughly pumped and cleaned out at the close of each vacation, and at such other times as may be recommended by the Principal. Where

water on pressure is not available, earthenware or graniteware water-tanks with covers and taps are obligatory, and individual cups should be provided for the use of the pupils. A pressure-tank with gasoline-driven pump, or automatic or electric motor-driven pump, may be installed in the basement of the school and connected with the artesian well.

(b) In schools where pure water on pressure is available, or where a pressure-tank is installed, an adequate number of suitable sanitary drinking fountains will be necessary for the highest grading.

(c) Satisfactory arrangements by means of storage-tanks, or otherwise, shall be made for providing a suitable supply of water in the laboratories and in the Art room.

NOTE.—Grades I and II shall be given only where the water supply is inside the building.

### Closets

18. (a) Where they are outside the school building, the closets for the sexes shall be under separate roofs and several feet apart. Each compartment shall be about 2½ feet wide, fully lighted and ventilated, with a door about 3 inches short at the bottom, and 6 inches short at the top. The compartments are best divided by partitions carried up 6 feet only. The boys' closet shall be built of glazed brick or similar material, or of wood, painted a dark colour and sanded, with the floors of cement or brick, placed at least a foot above the ground. Urinals, of slate or other non-absorbent material, divided into compartments, shall be provided for the boys, and separate and locked closets for the teachers. The closets and urinals shall be cleansed and disinfected at suitable intervals. Covered walks shall be laid from the door of the school building to the closets. A wall or a close, high, board fence shall be provided between the boys' and the girls' sides, from the closet to the school building, and the entrance to the closets shall be properly screened. Where a Public or a Separate School is in the same building as a Continuation School, the closets for the Continuation pupils should be wholly separate from the closets of the other pupils. Where the closets are inside the building the above conditions shall apply *mutatis mutandis*. The number of closets shall be one for every twenty-five boys, and one for every fifteen girls. There shall not be more than one seat in each compartment. One urinal compartment should be provided for every twenty boys. For urinals, a system of stalls with a gutter below is better than one of bowls or troughs.

(b) For the requirements where closets are inside the school building, see High School Regulations, page 31, section 19.

NOTE.—Grades I and II shall be given only where a suitable system of flush closets has been installed.

### Heating

19. A system of heating should be provided which will maintain an even temperature of sixty-eight degrees Fahrenheit throughout the cold weather.

Every boiler shall, together with furnace and breeching, be enclosed in a standard fireproof enclosure with fireproof ceiling and floor, fire doors and fire windows, or be located in a separate fire-resistant building.

NOTE.—Grades I and II shall be given only in the case of schools heated with hot air, or steam, or hot-water radiators.

### Ventilation

20. (a) A system of ventilation should be provided for all classrooms, science rooms, art rooms, general shops, home economics rooms, assembly halls, gymnasia, cloak rooms, lavatories, and janitors' closets. In classrooms and other rooms which are occupied continuously during school hours the system should be such that an adequate supply of fresh air will be introduced into each room and foul air removed without noticeable drafts.

(b) Air-duct systems in which air is conveyed for heating, ventilating or air-conditioning, shall apply with the following requirements:

(i) Ducts, including any lining, or covering for same, shall be entirely of incombustible material and shall be reasonably tight throughout, without any openings other than those that are essential for proper operation and maintenance and shall not open into any attic or into any other room or space of combustible construction or containing combustible storage.

(ii) Metal ducts shall be kept at least ½ inch distant from combustible construction and at least 6 inches from stored combustible material.

(iii) Ducts shall be provided with substantial heat-actuated fire dampers at all inlet and outlet openings, to or from vertical ducts that serve more than one storey and at all points where the ducts pass through walls or partitions that would serve as effective fire stops, so arranged that they will close automatically and remain tightly closed in case of an abnormal rise of temperature in the ducts; and fire-dampers in such walls and partitions shall be so installed that disruption of a duct will not cause failure to protect the openings.

(iv) Blowers shall be located in a room or enclosure cut off from other portions of the building by fire-resistant construction and shall be provided with a manual control at a conveniently accessible point for prompt shutting down of the blower in case of fire.

(v) Air shall not be recirculated from any room or space where there are inflammable or otherwise objectionable vapours, gases, odours or dust.

NOTE.—Grade I shall not be given for ventilation unless the building is free from objectionable odours, and normal humidity is maintained.

### Lighting

21. See section 22, pages 32-36 of the High School Regulations, for information regarding school lighting plans.

### Minimum Equipment

22. For Continuation Schools, the equipment shall be suitable and adequate in amount and of the following minimum value:

(1) For Grade C Schools:

| | |
|---|---|
| Library | $150 |
| Scientific apparatus | 150 |
| Biological specimens | 50 |
| Maps, charts, globes, etc. | 50 |
| Art models and supplies | 50 |

(2) For all other schools:

| | |
|---|---|
| Library | $300 |
| Scientific apparatus | 300 |
| Biological specimens | 50 |
| Maps, charts, globes, etc. | 50 |
| Art models and supplies | 50 |

(3) The equipment for a Continuation School shall be approved from time to time by the Inspector, and shall be used only for Continuation School purposes.

(4) The Board shall expend on equipment such further sums as may be required by the Minister of Education, on the report of the Inspector concerned.

NOTES: 1.—Without the special equipment the teaching cannot be effective, more particularly without a supply of suitable books for the library and of apparatus for teaching Science. In rural communities the advisability of substituting the Courses in Agricultural Science for the Courses in Science of Grades IX to XII should be considered.

2.—At least one locked press or cabinet should be provided to contain books and apparatus. Chemicals should be kept in a separate press. For the safekeeping of all the equipment, the Board should hold the Principal responsible; and, on a change of Principal, it should investigate the condition of the equipment.

3.—The special equipment shall be entered under suitable headings in the catalogue separately from the ordinary equipment, which latter shall not be included in computing the grant for the Continuation Schools. The catalogue and the invoices of new equipment shall be inspected at each visit by the Inspector or Inspectors concerned. The invoices shall be kept on file at the school. The various items of the equipment shall also be valued by the Inspectors as often as may be rendered necessary by the condition of said items.

4.—In a suitable book a record shall be kept of the books taken from the library during the school year. It shall be the duty of the teachers to guide and encourage the pupils in the use of the library.